

Form I-9, Employment Eligibility Verification

Office of Human Resources

June 2011

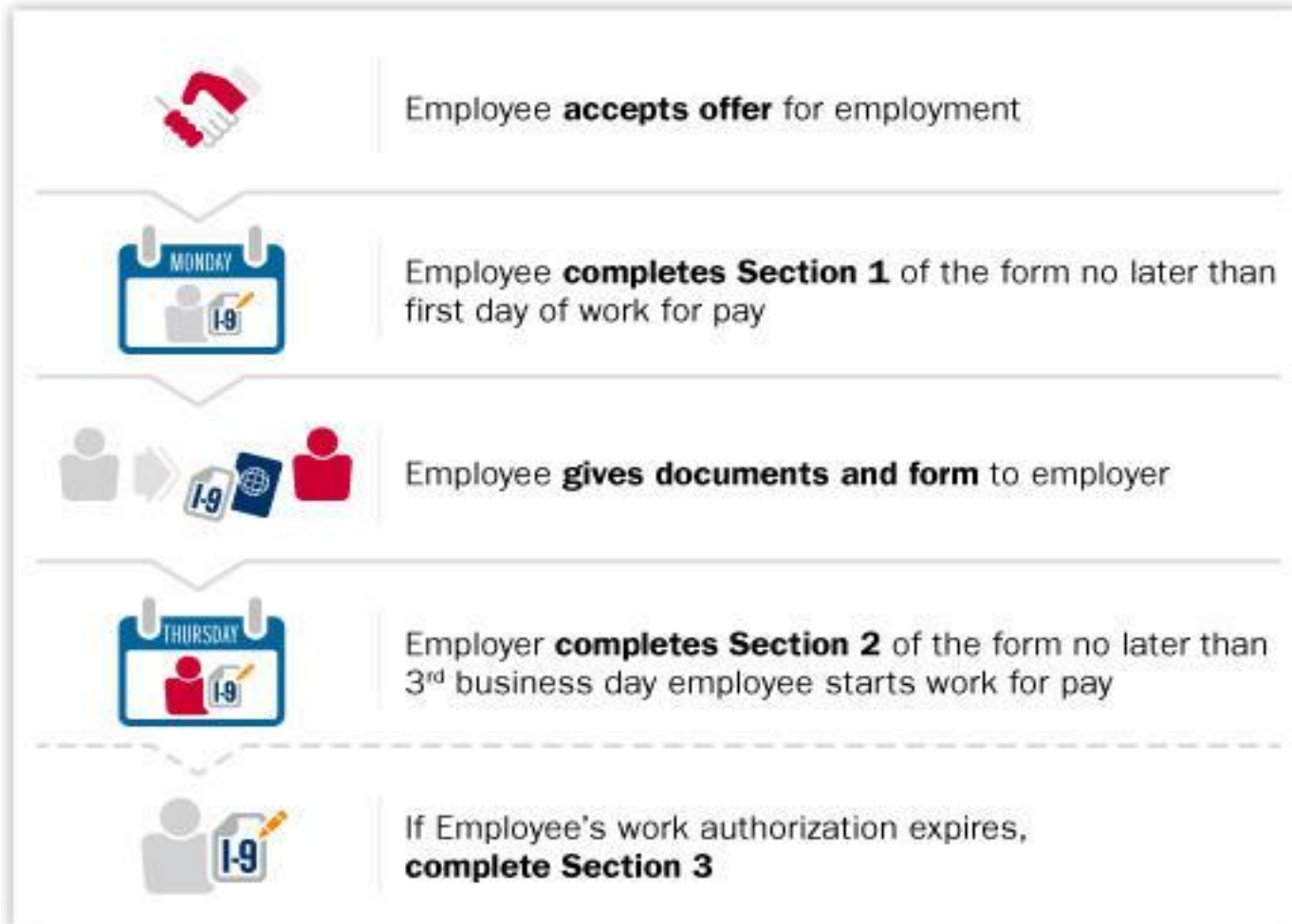
Basics

- ▶ Employers are required to complete and maintain a Form I-9 on all employees hired after November 6, 1986.
 - Includes part time, students, anyone who is receiving compensation for work performed – even if for one day.
- ▶ Required by the Department of Homeland Security's U.S. Citizenship and Immigration Services (USCIS).

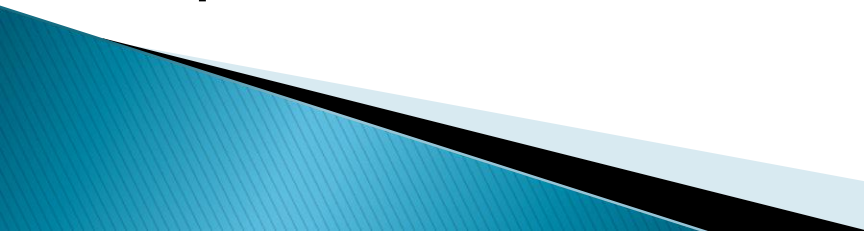


U.S. Citizenship
and Immigration
Services

I-9 Process Flow



Avoid Discrimination

- ▶ Treat everyone consistently.
 - ▶ Complete form after offer of employment.
 - ▶ Do not request specific documents. Let the employee decide which documents to submit from List A or List B and C.
 - ▶ Do not request that employee produce more documents than are required.
 - ▶ Future expiration dates should not be considered in determining whether a individual is qualified for a particular position.
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Sections of an I-9

- ▶ Contains three separate, distinct sections:
 - Section 1 – Employee Information and Verification
 - Section 2 – Employer Review and Verification
 - Section 3 – Updating and Reverification

Section 1 – Employee Information

- ▶ **IMPORTANT** – Must be completed by employee or before hire date.
 - All females should complete maiden name section.
 - Street address is required (no P.O. Box).
 - Social security number is required since UWF is an E-Verify employer.
 - Should only be completed by someone else if employee is unable to do so without assistance.

Section 1 Example

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last Doe	First Jane	Middle Initial A	Maiden Name Smith
Address (Street Name and Number) 12 Argo Drive ^{JAD} Street		Apt. #	Date of Birth (month/day/year) 11-14-1972
City Pensacola	State Fl	Zip Code 32514	Social Security # 111-11-1111

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) **123-456-789**
- An alien authorized to work (Alien # or Admission #) _____
until (expiration date, if applicable - month/day/year)

Employee's Signature

Jane Doe

Date (month/day/year)

6/10/11

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature

Print Name

Address (Street Name and Number, City, State, Zip Code)

Date (month/day/year)

Corrections

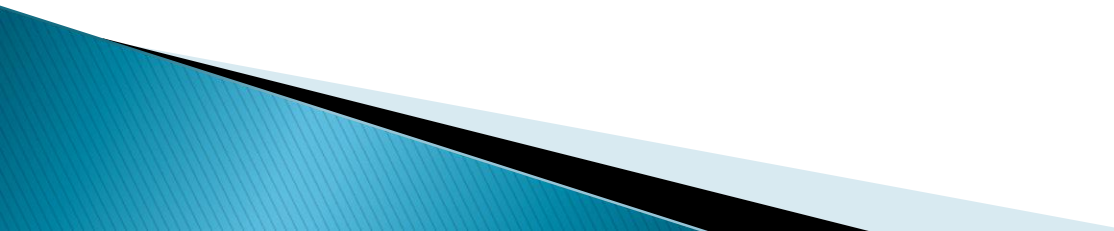
- ▶ Proper way to correct form:
 - Draw through incorrect information with a single line (do not obliterate/conceal information or use correction fluid).
 - Enter the correct information.
 - Initial and date the change.
- ▶ Remember – only the employee may make corrections to Section 1.

Section 2 Employer Review & Verification

No later than three (3) business days after hire date:

- ▶ Assure the current I-9 revision was used.
- ▶ Review Section 1 to ensure the employee provided all required information, and signed and dated form.
- ▶ Verify original, unexpired documents:
 - one List A document, OR
 - one List B and one List C document
- ▶ Make copies of verified documents and attach to I-9 form.
- ▶ Because UWF is an E-Verify employer:
 - Employees must provide their social security number in Section 1.
 - List B documents must contain a photograph.
- ▶ Complete the hire date which should match the start date on the Action Sheet.
- ▶ Sign and date the form.

Section 2 Employer Review & Verification

- ▶ As a department representative, you are not attesting to the legitimacy of the status of the employee, but rather, to the fact that you have reviewed the original document(s) and they appear to be genuine and relate to the employee. If not, you must not accept them.
 - ▶ Employees must be terminated if documents or receipts cannot be produced within the 3 business days.
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LIST A

Establish identify
and employment
eligibility
(contains photo)

OR

LIST B

Establish
identity
(must contain
photo)

and

LIST C

Establish
employment
eligibility
(Restricted SSN
cards are not valid
List C documents.)

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Section 2 Employer Review & Verification

- ▶ A Social Security card that includes any of the following restrictive wording is not an acceptable List C document:
 - NOT VALID FOR EMPLOYMENT
 - VALID FOR WORK ONLY WITH INS AUTHORIZATION
 - VALID FOR WORK ONLY WITH DHS AUTHORIZATION



Section 2 Example

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		<u>Driver's license</u>		<u>Social Security Card</u>
Issuing authority: _____		<u>FL DMV</u>		<u>SSA</u>
Document #: _____		<u>G555-555-55-555-0</u>		<u>111-11-1111</u>
Expiration Date (if any): _____		<u>11/14/2018</u>		
Document #: _____				
Expiration Date (if any): _____				

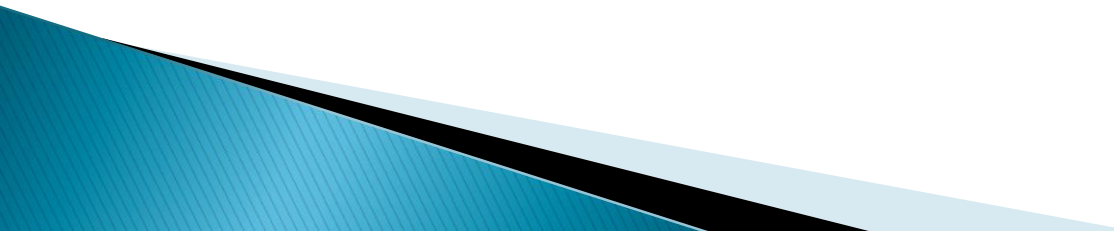
Complete all lines for each document provided

ATTENTION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the document(s) appear to be genuine and to relate to the employee named, that the employee began employment on 6/10/11 and that to the best of my knowledge the employee is authorized to work in the United States. (State in agencies may omit the date the employee began employment.)

Employer or Authorized Representative <u>Susie Smith</u>	Print Name <u>Susie Smith</u>	Title <u>Office Manager</u>
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) <u>UWF, 11000 University Pkwy, Pensacola, FL</u>		Date (month/day/year) <u>6/13/11</u>

Hire date should match Action Sheet

Receipts

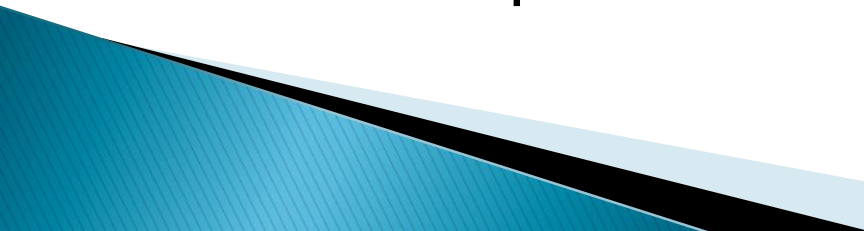
- ▶ Receipts for lost, stolen or damaged documents from State or Federal agencies are acceptable.
 - ▶ Employee has 90 days to present the new, original document; otherwise, they must be terminated.
 - ▶ Employee should bring the original document to Human Resources so we can verify the document and update the I-9 (Section 3). Copies are not acceptable.
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International Students

F-1 or J-1 Visa's

- ▶ Employees with student visa's should make an appointment to meet with International Programs x2479. The students should bring the following to their appointment:
 - "Letter of Intent to Hire" from the department which includes: position, responsibilities, hours, and supervisor's contact information.
 - Original, unexpired documents (passport, visa, social security card, I-94, Employment Authorization Card, DS-2019, etc.)
- ▶ Students may not start to work until the I-9 has been completed and International Programs has issued the Form I-20. The hire date or beginning date on the Action Sheet should coordinate with the I-20 effective date.
- ▶ International students may not work more than 20 hours per week (all jobs combined) during the Spring and Fall semesters. During Summer and semester breaks they may work up to 40 hours/week.

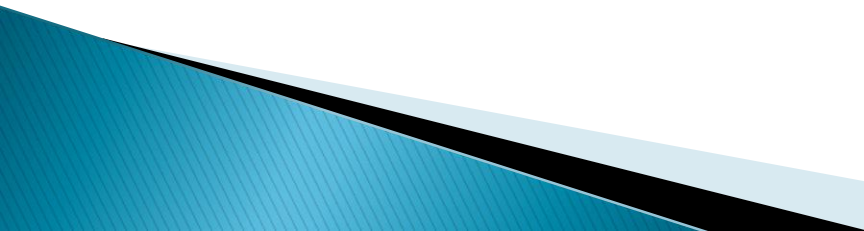
H-1B, Specialty Occupation Visa

- ▶ Employer sponsored VISA for employees in specialty occupations such as scientists, engineers and computer programmers.
 - ▶ Employee should make an appointment to meet with Christine Dillard to complete their I-9.
 - Employee should bring their original documents: Foreign Passport, I-94, I-797, etc.
 - ▶ Employee may not start working until I-9 has been completed and documents verified.
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Process for Remote Hires

- ▶ If a new hire will be working at a remote location and will not be able to present their original documents to an on-campus UWF representative, a Notary Public may complete the employer's section (Section 2) of the Form I-9 on our behalf.
- ▶ Remote Location Process instructions are included with the [I-9 Form package](#) on the OHR website.

Why is I-9 compliance so important?

- ▶ Inconvenience to the employee
 - ▶ Extra work for department and OHR
 - ▶ Potential processing delay
 - ▶ Audit purposes
 - ▶ Potential Fines
 - Increased focus on immigration issues in the news today
 - Establishment of new ICE Employment Compliance Inspection Center
 - Increase in ICE audits, auditors and NOI's (Notice of Intent)
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Fines / Penalties

- ▶ **Employers who violate the law may be subject to**
 - civil fines
 - criminal penalties (when there is a pattern or practice of violations)
 - debarment from government contracts
 - a court order requiring the payment of back pay to the individual discriminated against
 - a court order requiring the employer to hire the individual discriminated against

- ▶ **Civil Violations First Offense**
 - Hiring or continuing to employ a person, or recruiting or referring for a fee, knowing that the person is not authorized to work in the United States: \$375–\$3200 for each worker.
 - Failing to comply with Form I-9 requirements: \$110–\$1100 for each form.
 - Committing or participating in document fraud: \$375 – \$3200 for each worker.
 - Committing document abuse. \$110 – \$1100 per violation.
 - Unlawful discrimination against an employment-authorized individual in hiring, firing, or recruitment or referral for a fee: \$375 – \$3200 per violation.

- ▶ **Criminal Violations First Offense**
 - Engaging in a pattern or practice of hiring, recruiting or referring for a fee unauthorized aliens: up to \$3,000 for each unauthorized alien, and up to 6 months in prison for the entire pattern or practice.

Need I-9 Assistance

- ▶ Office of Human Resources:
 - Carol Gentry, 474-2608
 - Christine Dillard, 474-2508
 - Betty Masaitis, 474-2605
- ▶ International Programs (F-1, J-1 Students):
 - Rachel Errington, 474-2479
 - Rita Crider, 474-2386
- ▶ USCIS [Handbook for Employers](#)

Questions

